

Lemanu Peleti Mauga
Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
DHR Director

Max Tuitele
Deputy Director,
Personnel/Administration

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Business Licensing Specialist- Manu'a		Posting Date: May 1, 2023	Serial No.: 069-23
Department/Division: Department of Commerce/Business, Trades, Licensing		Closing Date: May 12, 2023	Announcement No.: 069-23
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-09/\$16,467 - \$30,117 p.a.	

General Description:

The Business Licensing Specialist- Manu'a (BLS) position is located at the Business License subdivision of the Business, Trade & Investments Division (BTID) of the Department of Commerce (DOC), American Samoa Government. The incumbent report to the Senior Business Licensing Specialist in matters pertaining to business licensing, land use permit, zoning variance, commerce commission certificate of convenience and necessity, alcoholic beverage control, public awareness and staff support at the customer service area. The incumbent will perform other duties as directed by the Assistant Deputy-Business Licensing, International Trade & Investments (AD-BLITI)

Key Duties and Responsibilities:

- The incumbent work under the supervision of Senior Business Licensing Specialist and the AD-BLITI. The incumbent will guide by the BLITI established procedures, policies, local statues, regulations, and the approved DOC Organizational Chart

Knowledge, Skills and Ability:

- Coordinate business licensing and enforce DOC programs including site inspections of all valid business license certificate in Manu'a Islands
- Coordinate and assist applicants with the online business license application process and online payment of license fees
- Prepare and submit business site inspection report to the Sr. Business Licensing Specialist Review prior to submission to AD=BLTI for final review for submission to the DOC legal counsel or AG's Office for legal actions. (Manu'a)
- Initial review of all New and Renewal Business License Application in the Manu'a Islands and submit for processing and approval by AD-BLITI
- Issue notice of Violation to all persons engaged in a business practice without valid business license certificate in the Manu'a Islands

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139
"Here To Serve"

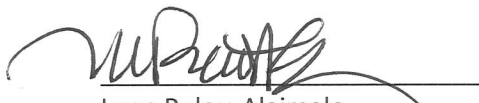
- Assist AD-BLITI and Investment Management Officer I with Off-Island investor's fact-finding missions, trade fairs and one-on-one business meet with local counterparts expressing economic development and investment in the Manu'a Islands.
- Assist investment Management Officer with preparation of investment packages, compiling of request data and scheduling of site visits and meetings with local businesses, government agencies and Chamber of Commerce etc. in the Manu'a Islands
- Keep the Director and AD-BLITI and relevant DOC management informed on the conditions of the local economy in the Manu'a Islands, including the local business development and financing, conduction economic analysis and formulating of policies, plans and strategies to meet current and long-term issues related to the social, economic and environmental concerns in the Manu'a Islands
- Notarize renewal business license applications and other related documents in the Manu'a Islands
- Perform other job-related duties as assigned

Academic and Experience Requirements:

- Applicant must have an Associate Degree in related field from an accredited college plus 3 years of work-related experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources